

OFFICIAL
SPECIAL PERSONNEL BOARD MINUTES
July 18, 2016

CALL TO ORDER

The meeting began at 5:33 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Ed Comerford, Ed Fuentes, and Joe Roberts

City Staff: IT Manager Eric Jackson, Finance Director Angie Kraetsch, Fire Chief Dave

Downing and Assistant City Manager Tami Yuki

In Attendance: City Council Liaison Rico Medina

REVIEW OF AGENDA

No change to the order of the agenda

APPROVAL OF MINUTES

Personal Board Member Joe Roberts made a motion to approve the March 14, 2016 minutes with the correction of the typo on page two, item two, second paragraph, removal of the word 'said' on the fourth line, Personnel Board Member Ed Comerford seconded the motion, motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Job Description

Assistant City Manager Tami Yuki explained that the June meeting was moved to July to allow time for City Council to adopt the budget since there are two new recommended positions. There are also adjustments to the Accountant position that is currently an under fill of the Financial Services Supervisor and two Fire positions with changes to the job descriptions.

I. Systems Administrator

Assistant City Manager Tami Yuki shared that the Systems Administrator is a reclassification of the Computer Support Technician. The need to the fact that technology has gotten more advanced and complicated and the position is no longer a help desk type of position. IT Manager Eric Jackson shared that the IT team is a team of three and the technology supported by IT has grown from 5 servers to 54 more complex servers. They are running 24/7 with no down time in order to deliver services to the public and staff. The Systems Administrator will provide a necessary tear in the organization that will allow assistance to the IT Manager and allow for a more pro-active approach to system maintenance. Personnel Board Member Joe Roberts asked where are the servers currently. IT

Manager Eric Jackson shared that the 90% of the servers are at City Hall with a disaster recovery site at Police Plaza.

Personnel Board Vice Chair Ed Comerford asked if the City has anything out of the area? IT Manager Eric Jackson said not right now but they are currently working on looking into the available options.

Personnel Board Member Roberts asked if the IT department has looked into a third party option such as the cloud? Eric Jackson explained that every time they look into a new system, they explore that option on a case by case basis. Currently the email system and the recreation system are cloud based.

Personnel Board Member Roberts wanted to confirm that the wording in the fourth paragraph is correct the correct terminology for "maintenance routine". IT Manager Eric Jackson confirmed.

Personnel Board Member Roberts asked to remove 'to,' in the fifth paragraph.

Personnel Board Member Roberts asked that the description has 'GIS' in parenthesis wherever 'Geographical Information System' is indicated.

Eric Jackson explained that they tried to keep the growth of the industry in mind when creating the minimum qualifications and required/recommended certifications. The MCP will be written as 'required' and the VM will remain 'highly desirable'.

Personnel Board Member Roberts motioned to approve the Systems Administrator position, seconded by Personnel Board Vice Chair Comerford, approved.

II. Accountant

Finance Director Angie Kraetsch shared that the finance department currently has a Financial Services Supervisor position that is being under filled by an Accountant. It was difficult to find someone to with the experience to satisfy the needs of the highly technical back office accounting experience and the knowledge and understanding of the front office which includes utility billing, licensing and cashiering. The department under filled the Financial Services Supervisor with an Accountant to help with technical needs such as budget, audit and financial statements. We updated the format of the old job description and updated the any changes made within the department as well.

Personnel Board Vice Chair Comerford asked about how many hours a year are required to keep up a CPA and would like some kind of continuing education as a requirement. Assistant City Manager Tami Yuki stated that it can be listed under education. CPA is not required but you want someone who will keep current in the industry. Continuing Professional Education requirement can be added under education, a minimum of 24 Continuing Professional Education hours per

year. Finance director Angie Kraetsch shared that some of the original job description was moved to minimum qualifications.

Personnel Board Vice Chair Comerford moved to approve Accountant position, seconded by Personnel Board Member Roberts, approved.

III. Revenue Services Manager

Finance Director Angie Kraetsch introduced the new position of Revenue Operations Supervisor.

Personnel Board Member Roberts asked that the semi-colons be changed to periods to match the other job descriptions.

Personnel Board Member Roberts asked about the reference to reports on 'water revenue and expenditures'. Personnel Board Member Roberts asked if the intent is to keep it broad then it looks good.

The Personnel Board Vice Chair Comerford and Assistant City Manager Yuki suggested changing the wording under Essential Duties and Responsibilities from 'interpret rules, regulations...' to 'understand and follow rules and regulations...'. Finance Director Kraetsch agreed.

Board Member Vice Chair Comerford asked if IT should be the ones working with software vendors and not the Revenue Services Manager. Finance Director Angie Kraetsch explained that this position works with the vendors to discuss and decide what changes can be made but does not make the actual changes.

Board Member Roberts asked to remove 'well' from 'prepare well written procedures' under the 'Ability to' section.

Personnel Board Member Vice Chair Comerford moved to approve the Revenue Services Manager Position, seconded by Personnel Board Member Robert, approved.

IV. Fire Captain

Assistant City Manager Tami Yuki reminded the Board of the anticipated merging of fire departments in 2012 and the change of job descriptions at that time. Fire Chief Dave Downing informed the Board that in 2015 the consolidation dissolved. In the last three years there has been a large turnover in the department and by December of this year, 50% of the department will have under four years of experience. The department also anticipates five upcoming retirements. Some of the existing job descriptions require a lot of experience so it will be difficult to have internal promotions with the current requirements. The State Fire Marshalls office is also going through some changes and changing the required curriculum. Allowing a year or two in the new descriptions will give people time to complete

the new requirements. The education requirement for the state has been extended to 2018 for completion. Most classes are 40 hours/one week. The new curriculum has six classes and a task book. Personnel Board Member Roberts asked if later it might be required to have it within a year or before you take the test. Chief Downing said yes, it may need to be looked at again in the future.

Personnel Board Member Roberts asked about adding wording about working with other divisions and staff to the job description. Chief Downing agreed.

Personnel Board Member Roberts asked about the geography of mains, would like to see 'water mains' to be more specific and change 'rescue apparatus' to 'rescue equipment'.

Personnel Board Member Roberts moved to approve the Fire Captain Job Description, seconded by Personnel Board Vice Chair Comerford, approved.

V. Fire Battalion Chief

Personnel Board Vice Chair Comerford asked why the Battalion Chief is non-exempt. Assistant City Manager Tami Yuki explained that it is a 56 hour a week position. If, under certain circumstances, the Battalion Chief works a 40 hour work week, they are considered exempt in that case.

Personnel Board Member Roberts asked if the wording under the graduation requirement be changed from 'Fire Science' to 'Fire Technology'.

Assistant City Manager Tami Yuki shared that the experience requirement for command experience was changed from 5 years to 3 years and putting back the bachelor's degree wording back in the description. Chief Downing said that Chief Officer certification requires an AA degree before you get certified. The change in wording was done to be more inclusive for a broader applicant pool.

Personnel Board Member Roberts asked why wouldn't the Captains have wildland fire behavior. Chief Downing explained that this has to do with the strike team leader. The Captains are not a strike team leader. Chief Downing stated the new Battalion Chief will be required to go through the training to become a Strike Team Leader. The wording will be added as 'ability to complete all courses and requirements needed to obtain a Strike Team Certificate and become a Strike Team leader'.

Personnel Board Vice Chair Comerford moved to approve the Fire Battalion Chief Job Description, seconded by Personnel Board Member Roberts, approved.

b. Recruitment Information

Assistant City Manager shared the current recruitments and hires. Since March, the City has two Police Clerks currently in backgrounds. Community Development hired an Associate Planner in July. We conducted a Firefighter recruitment and there are currently three entry level and two laterals in backgrounds. The Recreation Coordinator position has been filled and the Custodian candidate is currently going through the pre-employment process. Two Police Officer candidates are in backgrounds. We conducted Associate Engineer recruitments and decided not to pursue the one candidate for Associate and decided to possibly under fill with an Assistant Engineer and look at hiring two Assistant Engineers. We currently have three recruitments going on, Community Services Officer, Computer Support Technician and Code Enforcement Officer. Personnel Board Member Roberts asked about the Management Analyst position expiring in September. Assistant City Manager Tami Yuki said we will not be asking to extend that list, two people were hired from the current list.

BOARD MEMBER COMMENTS

No Comment.

ADJOURNMENT

Personnel Board Member Roberts motioned to adjourn the meeting at 6:44 pm, seconded by Personnel Board Vice Chair, approved.